Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
			NARRATIVE
CIS Contract Information System		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		X	ADMIN. GENERAL
	LOGISTICS		SECURITY			OTHER (specify)
	MEDICAL	X	FINANCE			

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
14	Monthly, Quarterly, Annually	8

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	X	YES	IF YES GIVE ADP PROCESSING NO.	DDS&T
		NO	2013	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
All offices within the DDS&T DD/S&T Mgt. Info. Br., OCS	Contractor Status reports

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$ 14,003.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.